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23 May 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Reorganization of the Office of Security

1. In compliance with Mr. Osborn's request that the Task Force draw up a plan to implement the reorganization of the Office of Security, the Task Force decided on 23 May 73 to proceed as follows:

a. Four subcommittees composed of four persons each will be established to draw up implementation plans for Clearance Division, Security Support Division, Policy and Management Directorate and PTOS Directorate.

STATINTL It was decided that [REDACTED] and [REDACTED] would monitor the subcommittees working on Clearance Division and Security Support Division; [REDACTED] will monitor the deliberations of a subcommittee on Policy and Management and [REDACTED] will monitor the subcommittee on PTOS.

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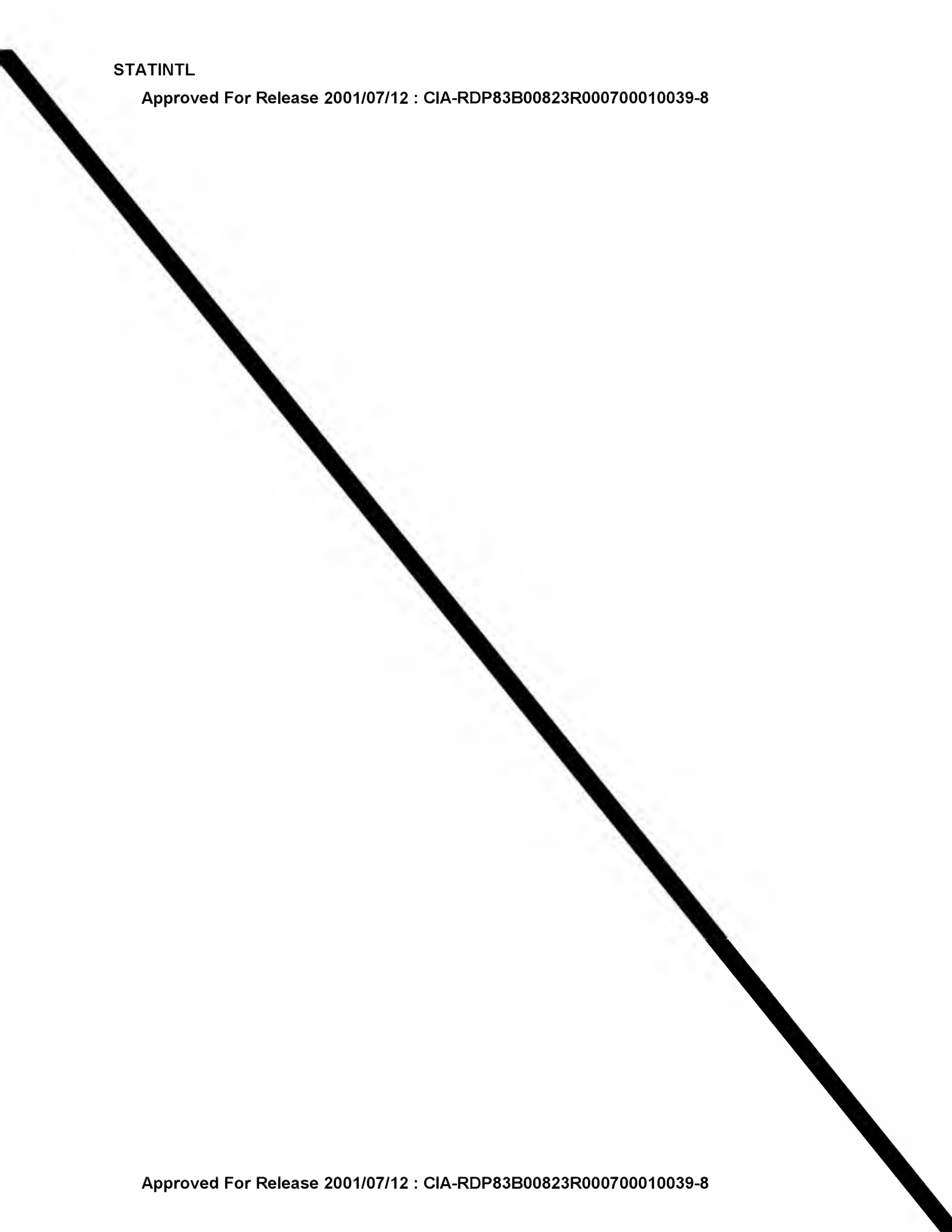
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c. It was further decided that the Task Force would meet on a periodic basis to ensure complete integration of all implementing plans so that the Task Force would be able to produce a Task Force Report on the implementation of the total reorganization plan for the Office of Security.

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Approved For Release 2001/07/12 : CIA-RDP83B00823R000700010039-8



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3. The Task Force considered using the services of other individuals in the Office of Security. [REDACTED] and [REDACTED] were specifically mentioned as possessing special talents in the field of preparing work flow diagrams and program evaluation review technique (PERT) charts. Bill [REDACTED] was identified as a senior officer who probably would be called upon to assist in the preparation of the implementation plans for the Clearance and Security Support Divisions.

4. It was noted that the Director of Security had established a deadline of 11 June for the final report on the plans for implementation and that he left to the discretion of the Task Force the selection of the people to either serve on sub-committees or be otherwise utilized in the development of the implementation plan.

STATINTL [REDACTED]

Assistant Deputy Director of Security (PTOS)

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SUGGESTED GUIDELINES

1. The plan for reorganization has been approved by the Director of Security and approved in principle by the Deputy Director for Management and Services.
2. The Director of Security has requested a plan for the orderly implementation of the reorganization. He indicated that the implementation plan should identify specific steps to be taken to effect an orderly transition.
3. The Task Force for the reorganization for the Office of Security should be assisted in this endeavor by subcommittees which it should establish for this purpose. The subcommittees should be staffed with representatives from elements directly involved in the reorganization.
4. Specific attention will be directed to the CAPER program and recommendations should be made by the subcommittees regarding the physical location of the terminals within the limits of presently occupied OS space.
5. Consideration should be given to phased implementation of the reorganization plan. The phased movements should be

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measured from "X date" which is established as the final completion date. Therefore, presuming "X date" of completion, phasing should be measured back from that date.

6. Membership of the subcommittees will include the Office of Security employees listed in the attachment.

7. Subcommittee implementation plans must be in the hands of Task Force no later than 6 June 1973.

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SUGGESTED GUIDELINES

1. The plan for reorganization has been approved by the Director of Security, and it has been approved in principle by the Deputy Director for Management and Services.

2. The Director of Security now wants to obtain a special study which would provide substantive details for the orderly "implementation" of the approved plan. In effect, what steps should now be taken in order to put the plan into effect.

3. There should be a balanced approach, with significant participation by representatives from units most directly involved in the consolidation.

4. The implementation plan is to receive the endorsement and approval of the original Task Force for Reorganization before it is forwarded to the Director and Deputy Director of Security, for final approval.

5. STATINTL [redacted] will serve as Chairman of the Implementation Committee, and it will be his responsibility to explore all facets of the problem other than the internal activities of the field offices.

6. Specific attention will be directed to the STATINTL [redacted] Program, and recommendations will be made concerning the physical location of the various units--within the limits of existing space availability.

7. Consideration should be given to a phased implementation of the plan for reorganization. An attempt should be made to completely consolidate all units by 30 December 1973. Under no circumstances will this extend beyond 30 June 1974.

8. The Chairman is encouraged to meet with the Task Force as he considers appropriate, either for guidance or for tentative approval of draft programs of subcommittees.

9. Membership will include the Office of Security employees listed in the attachment.

10. The implementation plan is to be in the hands of the Director of Security no later than 4 June 1973.

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